



Environmental Health Division

INFORMATION AND INSTRUCTIONS FOR EVENT COORDINATORS

This information is provided to assist event coordinators who are planning to have food vendors at their event. Food preparation and sales may be conducted in a variety of ways at events such as temporary food establishments (TFEs), nonprofit groups and permitted mobile food units and pushcarts.

A brief description of each category is given below:

TFEs – food establishments that operate with a fair, carnival, festival or other public exhibition for no more than 21 days.

Nonprofit groups - groups that are incorporated as nonprofit corporations or that are exempt from federal income tax or that are political committees. These are allowed to prepare and sell food for no more than 2 consecutive days per month without a permit.

Permitted Mobile food units/pushcarts – movable units that operate in conjunction with a commissary and have been permitted by a local regulatory agency.

PROCEDURES:

1) Coordinator requests application package from Environmental Health. The package includes the Event Coordinator's application, the TFE vendor application, the TFE vendor application procedures, the TFE requirements, and the TFE Checklist as well as the Vendor Exemption Letter.

2) Coordinator provides the TFE application, TFE vendor application procedures, TFE requirements and the TFE checklist to TFE vendors. Nonprofit groups receive the Vendor Exemption Letter.

4) Coordinator provides completed coordinator application package to Environmental Health. The package must be returned to our office at least fifteen (15) business days prior to event and must include the following items:

- An event map identifying the locations of:
 - The individual food vendor(s),
 - Location(s) of restrooms or port-a-johns,
 - Locations of waste disposal facilities (liquid wastes, garbage, and grease)
 - Location(s) of dumpsters,
 - Location of vendor(s) water supply
- A list of all food vendors who will be participating.
- A supplemental list of event site coordinators (if different than those listed above)
- A completed vendor exemption form for each exempt vendor.



Environmental Health Division

INFORMATION AND INSTRUCTIONS FOR EVENT COORDINATORS

FOOD VENDOR RESPONSIBILITIES

- 1) TFE vendors must return the completed application and the \$75.00 permit fee to the Environmental Health office at least fifteen (15) business days prior to the event.
- 2) TFE vendors preparing food in a permitted establishment must submit written consent from the establishment operator with the vendor application. Food shall not be prepared in a home kitchen.
- 3) No on-site food preparation or food sales shall occur prior to TFE permit being issued
- 4) Nonprofit groups shall complete the Vendor Exemption Letter and return it to the Environmental Health Office. This exemption is only valid for two consecutive days once per month. Events that are longer than two days will require the TFE procedures to be followed.
- 5) Mobile food units and pushcarts permitted outside of Durham County shall provide a copy of their permit and a recent inspection.
- 6) Concession trailers, Mobile food units or pushcarts that do not hold a valid North Carolina food service establishment permit will be required to follow the TFE permitting procedures.